

SF1

PRINTING AND BINDING REQUISITION
To the PUBLIC PRINTER Please furnish the following:

JACKET NUMBER (Assigned at GPO)										<input type="checkbox"/> RED <input type="checkbox"/> BLACK		REQUISITION NUMBER				
FROM (Department or Government Establishment)										(Bureau or Office)		DATE				
APPROPRIATION CHARGEABLE/APPLICABLE LAW										BILLING ADDRESS CODE (BAC)		AUTHORIZED BY				
TITLE										QUALITY LEVEL		FORM NUMBER				
QUANTITY (Units of finished products)				FINISHED PRODUCT (Check one) Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)						CLASSIFICATION						
THIS ORDER RIDES (Department)				(Requisition Number)		(Jacket Number)				STRAP WITH REQUISITION NUMBER						
PAPER STOCK AND INK	Text		FIRST CHOICE (Grade, color, and basis weight)				SECOND CHOICE (If any)				COLOR(S) OF INK					
	Cover															
	OTHER (Specify)															
COMPOSITION	FURNISHED (Magnetic tape) <input type="checkbox"/> Direct Drive <input type="checkbox"/> Other			(Negatives)		(Camera Copy)		(Manuscript)		(Shoot printed copy)		PREVIOUS JACKET/REQ (If reprint)				
	TEXT TYPE (Point, Face, Leaded/Solid)			DISPLAY TYPE (Face)				MARGINS (After trim) Picas/inches		Back/Left	Top	Other	FOL LIT	FORMS MUST REGISTER	TYPEWRITER SPACING	
	TYPE PAGE WIDTH (Picas)		No. of Cols.	Col. Width	TYPE PAGE DEPTH (Include running head but not bottom folio)		ILLUSTRATIONS (Total)		PICK UP FROM	Jacket No.	Req. No.	RESTORE TO ORIGINAL JACKET	HOLD REPRODUCIBLES (Specify Negs., type, mag tape)		Weeks	
PRESS AND BINDERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	OTHER	COVER PRINTS 1 2 3 4		EMBOSS	RULING Print or Bindery	PERFORATE	SCORE	Position		NUMBER (Inclusive)		Color of Ink	
	SIZE FLAT (Inches) FORMS, SETS, PADS				FOLD TO (Inches)				SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS				PAGES	FOLDINS/INSERTS	PAPER COVERS (Self) (Separate)	
	WIRE STITCH (Side)	(Saddle)	(No.)	PASTE ON FOLD	LOOSELEAF	ADHESIVE BOUND	SEW	CASE BOUND	(Material and Color)			STAMP TITLE (Bindery) Cover	Spine	Gold	Im Gold	Ink (color)
	PADS/SETS (Gum)	(Stitch)	(Pos)	(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/ DRILL	(Shape)	(No. of Holes)	(Diameter)	(Inches Center to Center)		(Pos)	ROUND CORNERS (No.)	(Position)	
	GATHER (Explain)								CARBON INTERLEAVE	INDEX (Cut)	(Tab)	(Bleed)	LIP DIVIDERS (Height of Lip)		(Width of cut 1/5 etc.)	(Position)
PROOFS AND DELIVERY	REQUESTED PROOF DATE				PROOF SETS (Galley) (Page)		DEPT HOLD (Workdays) (Galley) (Pages)		PROOFS TO							
	REQUESTED DELIVERY DATE				KRAFT WRAP	SHRINK FILM	BAND IN SETS	SUITABLE	OTHER PACKAGING (Specify)				QUANTITY IN PACKAGE	PACK IN CARTONS	B/L FURNISHED	
	DELIVER TO															

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

(Authorizing Signature)

(Title)